
POSITION: Human Subjects Specialist

COMPANY: Ripple Effect Communications, Inc.

CLIENT LOCATION: Office of Extramural Programs, Office of Extramural Research, National Institutes of Health

TO APPLY: send cover letter and CV/resume to Amy Bielski, President & CEO (abielski@reffect.net)

job description: Provide support and assistance to the NIH Office of Extramural Programs (OEP) process for ensuring Human Subjects Protections in Extramural Projects (This is a contractor position located in the NIH Office of Extramural Research).

Responsibilities include:

- _ Electronic organization of files, scanning of documents, and linking different databases
- _ Monitoring and establishing quality control measures for NIH processes for ensuring human subjects protections in extramural projects
- _ Assisting in ensuring completeness of information submitted to the Office of Extramural Programs for evaluation
- _ Data collection (including entry and filing) and analysis, which involves assessing proposed research in terms of science and ethics: preparing summary reports and analysis, as needed.
- _ Becoming familiar with regulations, policies, and guidance that specify informational requirements for applicants
- _ Evaluating and resolving human subjects concerns associated with biomedical and behavioral research studies
- _ Drafting correspondence, summaries, and reports; assembling background information for meetings and presentations; participating in oral and written follow-up of unresolved issues with NIH staff; giving oral presentations in NIH meetings on data analyses
- _ Other duties as assigned

REQUIRED SKILLS, education, and experience:

- _ Familiarity with Federal regulations to protect Human Subjects from Research Risks (45 CFR 46)
- _ Computer Literacy, including skills with word processing, spreadsheets, and familiarity with database software
- _ Ability to prioritize tasks, organize information, and meet deadlines
- _ Ability to communicate clearly and effectively, both orally and in writing
- _ Requires general knowledge of scientific and ethical issues and knowledge of environments in which clinical research is conducted
- _ At least 2 years experience in a public health field, preferably experience with human subjects
- _ B.A., B.S., or M.S. and experience in a field of biomedical or behavioral science, and/or Bioethics/Research Ethics education and experience

POSITION DESCRIPTION

Senior Government Affairs Analyst

Position Title: Senior Government Affairs Analyst

Organization: American Association for Cancer Research

Website: www.aacr.org

Location: 1425 "K" Street, Washington, DC

Category: Executive/Exempt

Department: Science Policy and Government Relations

Reports To: Senior Director of Science Policy and Government Relations

Contact: Vern Mitchell, Director of Human Resources
(vern.mitchell@aacr.org, 215 440-9300)

Position Summary:

The AACR is the oldest and largest cancer research organization in the world dedicated to the conquest of cancer. The mission of the American Association for Cancer Research (AACR) is to prevent and cure cancer at the earliest possible time through research, education, communication, and collaborations. Its membership includes 27,000

of the most accomplished scientists in the world in laboratory, translational, clinical, and epidemiological research related to cancer. The scientific scope of the AACR and its members includes the etiology, diagnosis, treatment, and prevention of cancer. Since science policy must devolve from high-quality science, AACR's national and international scientific heft, prestige, and integrity make its work in cancer science policy all the more important in advancing cancer research and reducing cancer incidence and mortality.

The AACR has engaged in policy initiatives since the late 1980's. Its role in policy has included, among other issues, advocating for more federal research dollars, working with the FDA on Critical Path Initiative such as predictive biomarkers for therapy, acknowledging the contributions of key political figures to cancer and biomedical research, and taking positions on various scientific and technical areas that have policy implications for the cancer field. These activities are being expanded as a result of the recent opening of AACR's Washington, DC Office, and over time the DC office will become even more integrated into the scientific and educational mission of the AACR that is fostered out of the AACR headquarters in Philadelphia.

Under the leadership of the Senior Director of Science Policy and Government Relations, the Senior Government Affairs Analyst works closely with the Science Policy and Legislative Affairs Committee and the Board of Directors in implementing a wide range of exciting science policy programs and activities related to the mission of the American Association for Cancer Research. Such activities are designed to create and strengthen the dialogue between policymakers and cancer scientists and advocates, to educate policymakers, and to make substantive contributions to removing policy barriers to advances in cancer

research. These policies are recommended by the AACR Science Policy and Legislative Affairs Committee and approved by the Board of Directors on behalf of the collective membership of the AACR.

A strategic plan for science policy and legislative affairs is currently underway that will guide these AACR activities into the future.

Senior Government Affairs Analyst plays a central role in the success of AACR's work in this important area and guides AACR policy activities to a productive conclusion. The staff member provides real-time information, analysis, and expert oversight of legislative issues and pending bills related to the cancer field, and reports on them to the Senior Director of Science Policy and Government Relations, the CEO, other AACR officers, AACR committee members, and AACR members at large. To maximize AACR's efforts in science policy, the Senior Science Policy Analyst educates legislators and their staffs about the value of cancer research to improving public health and saving lives.

Policies related to cancer and cancer-related biomedical research are implemented and monitored by the Senior Government Affairs Analyst under the direction of the Senior Director. Such policies, whether they are position statements of the AACR, initiatives to increase appropriations for cancer research, or educational efforts targeting individuals about important pending legislation, when these are successfully promoted by the AACR and brought to fruition, assist the members of the AACR and other members of the cancer community to accelerate progress against cancer.

The Senior Government Affairs Analyst functions as a representative of the AACR when making regular contacts with Congressional offices, survivor and patient advocacy organizations, and other relevant appropriate bodies. He/she develops effective initiatives that encourage members of the Congress and their staffs to consult the AACR and its expert members in important matters related to cancer and cancer research. Also, the Senior Government Affairs Analyst helps to plan and oversee the activities of AACR members when they are engaged in public education

activities on the Hill related to cancer and cancer-related biomedical research. Overall, he/she is responsible for executing the AACR's expanding policy agenda and strategic plan.

Major Duties and Responsibilities:

- Provide direction and support for the AACR's national legislative policy activities and priorities in terms of advice, needs assessment, plans for implementation and advocacy strategies, and execution of activities toward their successful completion by the AACR
- Coordinate the AACR's strategic plan for legislative action and implement these legislative objectives relating to cancer research
- Monitor, analyze, and assess legislative developments
- Prepare issue briefs, Congressional testimonies, policy statements, and other documents as needed
- Keep abreast of the scientific programs of the AACR and consider policy implications where appropriate
- Contribute to a policy newsletter and/or other policy-related materials to inform AACR members, cancer organizations, targeted individuals, and other groups as appropriate
- Develop and maintain good working relationships with the policy staffs of other cancer organizations and cancer alliances
- Be proactive in identifying policy areas of importance and conduct policy analysis and development in relation to these issues

Education and Training:

- Graduate degree required
- Ph.D. or other doctoral degree in a science-related field preferred

- Public policy fellowship or other related training or background a plus

Essential Knowledge and Skills:

- Knowledge of government policies and procedures and the political process
- Strong interest in cancer and cancer-related biomedical research and a working knowledge of the needs of the field
- High-quality written and oral communication skills
- Excellent interpersonal skills
- Ability to work under rapidly developing deadlines and priorities
- Ability to interact, negotiate, and work with VIPs and all levels of management on complex policy matters, including Board members, prominent scientists, Administration and Congressional officials, corporate executives, and members of the media
- A demonstrated ability to analyze complex political and policy issues, build evidence-based arguments for policy proposals to AACR approval bodies, and bring conflicting points of view to consensus
- Ability to effectively communicate the progress that has been made in cancer research to government officials along with the future needs of the cancer field
- Ability to make rational, realistic, and sound recommendations and decisions based on consideration of all facts and alternatives
- Ability to work independently towards approved objectives, while at the same time being able to predict when such approaches need discussion with AACR officials prior to final action
- Demonstrated problem-solving and decision-making abilities
- High degree of judgment, discretion, tact, and insight
- A self-starter with creativity and initiative

Computer Knowledge:

- PC, word processing, spreadsheet, and database programs

Work Experience:

- Three to five years of relevant experience in a public policy environment
- Proven accomplishments in implementing complex policy projects

National Academies Program Officer

Location:

Corporate Headquarters - DC

Department:

Policy & Global Affairs Div

Job Req #:

080297-5

Basic Requirements:

Master's degree in a related field or equivalent knowledge with 3 years of related professional experience. Demonstrated basic proficiency in conveying scientific/technical/policy information in oral and written form. Previous policy work desired.

Description

The mission of Policy and Global Affairs (PGA) is to help improve public policy, understanding, and education in matters of science, technology, and health with regard to national strategies and resources, global affairs, workforce and the economy. The division is particularly charged to identify and build synergy among the disciplines and issue areas, and to promote interaction among science, engineering, medicine and public policy. The division includes a range of standing committees and boards concerned with the vitality of the research enterprise in the US and abroad. In that connection, the units of the division focus particularly on the interaction of key institutions central to science and technology policy, on the standing of US research around the world and cooperation with Science & Engineering bodies in other countries, on the mission and organization of federal research activities, and on the sources of future manpower and funding for research.

This individual will serve as the Program Officer for both the Committee on Science, Technology, and Law and the Committee on Science, Engineering, and Public Policy. In this capacity, the Program Officer will support each director 50% in the development and management of multiple complex projects. Will assist in developing project strategy and budget and ensuring that projects meets their stated objectives. Work with committee members on specific aspects of projects including conducting research and analysis. Write background materials in support of committee activities. Develops prospectuses and projects and identify possible sources of funding.

For more information or to apply:

<http://www7.nationalacademies.org/careers/>